2016 YCEBT: Revised:01/11/16 sm **Please distribute to EVERYONE who prepares agenda items.**

•Salmon Columns = Use "hidden" columns -- for BOS Staff use only -- *Hide these Columns before sending schedule to AQ Users.*

•Grey Colunmns = not hidden -- can be sent to AQ Users -- *Send only the grey columns to AQ Users.*

1 BOT MEETING DATE = 4th Wed.	2 SEND DEADLINE REMINDER = Thu., 4 wks before meeting	3 DEADLINE for AGENCY HEADS to SUBMIT ITEMS = Tue., 3 wks before meeting	4 1) PREP 1ST DRAFT AGENDA. = Wed., 3 wks before meeting	5 AGENDA-REVIEW MEETING DATE = Mon., 1 wk before meeting	6 PACKET DISTRIBUTION DAY = Wed., 1 wk before meeting	7 POSTING DAY = Mon., 2 days before meeting	8 COMMENTS	
01/27/16	12/31/16	01/05/16	01/13/16	01/18/16	01/19/16	01/25/16		
04/27/16	03/31/16	04/05/16	04/06/16	04/18/16	04/20/16	04/25/16		
08/24/16	07/28/16	08/02/16	08/03/16	08/15/16	08/17/16	08/22/16		
10/26/16	09/29/16	10/04/16	10/05/16	10/17/16	10/19/16	10/24/16		
12/28/16	12/01/16	12/06/16	12/07/16	12/19/16	12/21/16	12/23/16		

The YCEBT is required to meet at least once each quarter. Special Sessions may be optional

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